

Job Description & Person Specification



Job Description & Person Specification – Student Staff

Job title:	Bar Assistant
Reports to:	Bar Manager
Working hours:	10-20 per week
Salary:	£14.80 (London Living Wage)
Location:	Darkroom Bar at London College of Communication
Last reviewed:	13/05/2026

JOB PURPOSE

Bar Assistants in the darkroom will take responsibility for the serving of customers in the bar. This will involve taking drinks orders, preparing the drinks and taking payments. They will also follow the leadership of the shift leaders and bar manager to ensure the bar is kept in a safe and hygienic place. The bar plays a key role in students experience at UAL so bar staff play a key role in this experience. Hospitality experience is desirable but not necessary.

KEY RESPONSIBILITIES

1. Serving customers

Bar Assistants will spend the majority of their time serving customers, this means being able to speak confidently with other students and demonstrate a good knowledge of products sold in the bar. They will also be friendly and approachable.

2. Follow the instructions of shift leaders and the bar manager
Bar Assistants will play a key role in the completion of daily cleaning jobs that they will complete under the direction of either the shift leaders or the bar manager.

Following the training procedures outlined by the bar manager is crucial to ensure the bar can be operated safely and hygienically.

3. Show creative initiative

- ☒ This might involve suggesting potential events which might be popular with students, introducing new seasonal cocktail menus or drinks deals. The darkroom is a student bar first and foremost, this also extends to the staff there is an opportunity for all staff members to take a degree of ownership of the bar to ensure it reflects the general interests of the UAL student body.

4. Demonstrate a friendly demeanor behind the bar

- It is important that students on both sides of the bar feel comfortable while visiting the Darkroom, therefore it is paramount that shift leaders are friendly approachable presence.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for

carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the
- responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager

Person Specification

CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
Knowledge		
Knowledge of products sold in typical bars and cafes	Job related experience	A/I
PDQ and till system familiarity	Job related experience	A/I
Skills		
Experience in drink preparation	Job related knowledge	A/I
Comfortable working in a team	Interpersonal skills	A/I
Capable of following instructions	Job related knowledge	A/I
Behaviours		
Be a friendly and approachable presence behind the bar, being able to communicate clearly with staff and customers is very important.	Inclusivity	I
A strong work ethic and willingness to work hard	Personal behaviour	I
Be comfortable working in an often busy and stressful environment	Job related experience	I
Show a keenness to learn	Personal Effectiveness	I